



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



As the FEB Chairs before me, I attended this year's National Federal Executive Board Conference. The panels and speakers were informative and covered numerous topics.

During the conference we received information on our respective geographic areas. I learned that the Oklahoma FEB provides service and information to the seventh largest federal population of the twenty-eight FEB areas.

On Tuesday (July 22nd), I facilitated a meeting held exclusively for FEB/FEA Chairs to share initiatives, successes, and concerns in their respective areas.

This ended up leading to a facilitated discussion during the conference on FEB budgets, resources, and the possibility of a new expectation from the Office of Personnel Management and Department of Homeland Defense.

In addition, discussion included the parallel meeting topics of the Executive Directors, a 'toolbox' for all to share what works well, identify core competencies of the FEBs, and a business case on how to handle new mission requirements.



Dean Despinoy, Oklahoma FEB Chair facilitates session with Marta Brito Perez, Project Director for Human Capital Performance

Topics and presenters during the conference included:

- Federal Workforce Release Decision and Notification Protocol (OPM/DHS);
- DoD legislation to increase personnel flexibilities;
- Combined Federal Campaigns;
- 2004 Budget Initiatives for Human Capital issues such as recruiting, training, motivating, human capital performance fund, increased SES Base Salary Payband, Transitioning (VSIP and VERA, *NOT* as a RIF avoidance measure, but to use for workforce shaping efforts);
- Office of Management and Budget (OMB).



Dan Blair, Deputy Director of OPM presents Col Despinoy with a certificate of appreciation for Chairing the Oklahoma FEB.

I would encourage any of our Executive Policy Council members to attend next year's sessions. They are informative and worth the investment of your time.

Dean J. Despinoy, Chair

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Register for FEB events *on-line!*



Through an interagency and intergovernmental collaboration, the FEB now has online registration capability for our

members.

Thanks to the University of Oklahoma's Masters' students in Management Information Systems and the Mike Monroney Aeronautical Center, you can now register for Federal Executive Board luncheons and events online!

You must register as a member, identifying your own user name and password. Upon successful completion, you may register for events, cancel a registration, or view the list of upcoming events for which you are registered.

When you register, the system will automatically send you a confirmation of your registration. If you register for an event that is 'sold out', you will receive an e-mail notification that the event is full and you have the option to be added to the waiting list.

In consideration of our busy members, a function is even available so your assistant can make arrangements for you!

<http://www.oklahoma.feb.gov/registrations/>



Leadership is an active, living process. It is rooted in character, forged by experience, and communicated by example.

--John Baldoni

Last Session of the Professional Development Series: ECQ 4

It is not too late to sign-up for the final program of our Professional Development Series. The session will cover ECQ 4: Business Acumen with the title of, "Looking to the Future to be Effective Today" scheduled for September 9, 2003, at Cole's Garden located at 1415 NE 63rd Street in Oklahoma City.

Trends are changing the world we know faster than we can know it. The challenge for the government professional is to develop 'disruptive technologies.' This is a successful way in which we can look to the future and develop strategies, programs and policies for the long term.

VCR's to DVD's to MP3's..... What is next?

What does the person who has storehouses of suddenly outdated equipment do? How do we meet the demands of our missions?

As of today, we have had more than 180 people from government agencies attend one or more of the training session(s) in this series.

You can find registration information on our website at www.oklahoma.feb.gov, in next month's newsletter, or you can register through the online process at <http://www.oklahoma.feb.gov/registrations/>

For more information, please call the FEB Office at (405) 231-4167. We look forward to seeing you there!

Emergency Preparedness & Continuity of Operations

There will be a series of workshops on Emergency Preparedness, Security, and Continuity of Operations topics which were identified during the June 24th Table Top Discussions. Attendees identified topics of interest for future sessions that will provide opportunities for federal leaders to strengthen their local Emergency Preparedness Plans. Information will be provided via fax notices and our website: <http://www.oklahoma.feb.gov>.




SPOTLIGHTING INFORMATION -- Did you Know?...




If you just look at the numbers, it can be overwhelming. Obesity is epidemic in the United States. In recent years, diabetes rates among people ages 30 to 39 rose by 70%. About 46.5 million adults in the United States smoke cigarettes, even though this single behavior will result in disability and premature death for half of them. More than 60% of American adults do not get enough physical activity, and more than 25% are not active at all.


Yet if you talk to Americans, there is hope. They say they generally know what will make them healthier, but they are confused about what specific information is credible and accurate. HealthierUS.gov will be that source of credible, accurate information to help Americans choose to live healthier lives.

| | |
|--|--|
|  Physical Fitness Be physically active each day | Learn how to make regular physical activity a routine part of your life. |
|--|--|


<http://www.healthierus.gov/exercise.html>

| | |
|---|---|
| Healthy eating is not a fad—it's a lifestyle. Learn what the experts say you need for a healthy diet. |  Nutrition Eat a nutritious diet |
|---|---|

<http://www.healthierus.gov/nutrition.html>

| | |
|---|--|
|  Prevention Get preventive screening | Find out how screening can protect you and your family from illnesses YOU can prevent. |
|---|--|

<http://www.healthierus.gov/prevention.html>

| | |
|--|--|
| Tobacco is the leading cause of preventable death in the U.S. If you smoke, you can quit. If you don't smoke, don't start! | Make  Healthy Choices Avoid risky behaviors |
|--|--|

<http://www.healthierus.gov/behaviors.html>

More information about the President's *HealthierUS* Initiative is available on the White House Web site: <http://www.whitehouse.gov/infocus/fitness/>



Southwestern Power Administration

Southwestern Power Administration (Southwestern) is an agency of the U.S. Department of Energy. Southwestern's mission was established by Section 5 of the Flood Control Act of 1944. The agency is responsible for marketing the hydroelectric power produced at 23 U.S. Army Corps of Engineers multipurpose dams. By law, the power and associated energy are marketed to publicly held entities such as rural electric cooperatives and municipal utilities. Southwestern has over one hundred such "preference" customers which ultimately serve over 7 million end use customers.

Southwestern operates and maintains 1,380 miles of high-voltage transmission lines, 23 substations, and 46 microwave and VHF radio sites from field offices. Around-the-clock power scheduling and dispatching is conducted from the Operations Center.

Southwestern's rates, by law, are designed to recover the costs of producing the power. These costs include repayment of the dams' initial construction, with interest; repayment of the transmission system construction, with interest; major replacements; and both the Corps of Engineers' and Southwestern's annual operating and maintenance expenses. Annual revenues vary with water conditions, but generally average about \$100 million. Southwestern returns the revenues to the U.S. Treasury, and of that, about \$40 million is applied toward interest and repayment of the Federal investment.



***Poor performers will not fare well under
GAO personnel reform plan***

By Tanya N. Ballard taken from GovExec.com

There's only one thing employees have a problem with in the General Accounting Office's personnel flexibilities bill introduced in the House Wednesday by Rep. Jo Ann Davis, R-Va., according to Comptroller General David Walker: elimination of the annual government wide pay increase.

"There is nothing in the bill that would allow me to, nor do I contemplate, cutting a GAO employee's pay," Walker told members of the House Government Reform Subcommittee on Civil Service and Agency Organization. "Employees who perform at the 'meets expectations' level or better will receive cost-of-living adjustment and locality pay at a minimum, and then they should receive some performance-based pay. But there is one group that clearly will not be better off under this bill...our employees who are performing at less than satisfactory standards. They would not get an across-the-board increase or merit pay," Walker explained.

Under the "GAO Human Capital Reform Act of 2003" (H.R. 2751) GAO would get permanent authority to offer early retirement and buyout incentives to employees. The agency currently has temporary congressional authority to offer those incentives. The watchdog agency would also be allowed to set its own annual pay raise levels, giving managers the freedom to tie raises more closely to performance appraisal ratings. The bill would also create an exchange employee program with the private sector, increase leave for senior-level employees with less than three years of experience, expand the agency's ability to pay employee relocation expenses and change its name to the Government Accountability Agency.

You can read this story in it's entirety at:
<http://www.govexec.com/dailyfed/0703/071603t1.htm>

You can't solve many of today's problems be straight linear thinking. It takes leaps of faith to sense the connections that are not necessarily obvious.

—Matina Horner



Directory Changes

By now, all federal agency leaders should have received the annual Oklahoma FEB Directory.

Of course, as soon as the document comes from the printer, there are usually changes. ***Please make the following changes on page 35 of your new directories:***

Bobby Maxwell who was managing both the Oklahoma City and Tulsa offices of Minerals Management has retired. Please make for following write-ins:

OKC office will be: Joel Arnold
Ph: 405-879-6050
Fax: 405-879-6030

Tulsa office will be: Bob Rives
Ph: 918-581-6416
Fax: 918-581-7098

Please make the following change on page 39:

The Mine Safety & Health Administration in Norman has moved. The new address is:
2227 W. Lindsey St, Ste 1450
Norman, OK 73069-4069

There is also a change on page 50:

Baltimore FEB Chair is now:
Colonel Neal Patterson, Commander
Defense Contract Management Agency
217 East Redwood St., Ste 1800
Baltimore, MD 21202-3316
Ph: 410-962-9732
Fax: 410-962-3299



***Training offered by the
National Archives and
Records Administration
in the Oklahoma area:***

Introduction to Records Management
(1 Day) November 4, 2003

Records Transfer and Reference Services
(1 Day) November 5, 2003

Anyone interested in these classes or wishes more information can contact Mr. John Garza at (817) 978-0816 or via email at john.garza@nara.gov.



Creating a 'creative' organization

Taken from "Creativity Fringes", July 2003

You need to realize that you already have a creative organization. You have employees with creative potential and lots of ideas. Indeed, they are probably sharing great ideas with each other at lunch, over coffee and during social occasions. But, unless you actively promote creativity, those ideas are promptly forgotten when people return to their work areas. Creating the right kind of environment for ideas to flow is very important. Here are some suggestions for you to consider:

1. Establish trust. No matter how creative your people are; they will not share ideas with management if they do not trust management. There are two reasons for this:

- Sharing really innovative ideas is risky - people who don't appreciate an idea's value or those who scorn because they don't like change may laugh at new ideas. If your people don't trust you completely, they will not risk sharing their best ideas with you.
- Good ideas often have tremendous value. If your people don't trust you or the organization, they won't want you to benefit from their ideas. Indeed, there's a good chance they'll share their ideas with someone else.

2. Create a means of communicating ideas across the organization. Everyone should be able to contribute ideas to management and management should take all ideas seriously - no matter who delivered them. This can be done via idea management systems, developing your own ad hoc idea collection system or creating a graffiti wall. A graffiti wall is a wall in a central place where anyone in the organization can write down his or her idea.

3. Create a means for people to collaborate on ideas. A good idea can often be the tip of an iceberg to a great idea. By getting people to work together to develop ideas, you can turn good ideas into great ideas. (A good idea management system will allow you to do this - as will other tools.)

4. Ensure that people from all staff groups not just senior management officials can contribute ideas. If you assume that only certain people can have ideas relevant to customer service, you are sure to get the usual customer service ideas. You'd be surprised about the ideas your people in fiscal and/or human resources will have about customer service.

5. Reward employees who give good ideas to the organization. Rewards don't have to be money. They can be non-monetary awards, time-off awards, and a certificate of appreciation or plaque recognizing the idea or - at the very least - acknowledgement from the line official of your unit. Of course rewards can also be money or even part of the savings that resulted from the idea.

6. Do not punish people for bad ideas. Even laughing at an idea can seriously demotivate someone who might have a winning idea tomorrow. This erodes creativity. Creative people have ideas all the time. Sometimes those ideas stink. Sometimes they are brilliant. But if you demotivate creative people, you'll soon lose their ideas.

7. Don't overly rely on research and analysis. These things have their place - indeed are necessary in the 21st century. But great ideas usually come from inspiration.

8. Be aware that creativity is a long-term investment and it will not bring an immediate return. If your organization is not creative now, it will take time for management and staff to adopt new ways of thinking, behaving and producing. Then, once ideas start flowing they must be implemented. This also takes time. But, over the long term, the pay off can be very big indeed. So don't just sit there, go for it!

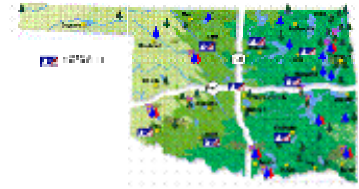
"Many of life's failures are a result of people who did not realize how close they were to success when they gave up." - Thomas Edison



SATURDAY, SEPTEMBER 6th
LAKE HEFNER – STARS & STRIPES PARK
Celebrating life thru philanthropy, fitness, and fun!

2 Mile Run/Walk

5K Competitive Run 10K Competitive Run



Designed to benefit all 8 CFCs in Oklahoma

All Federal employees and their families are invited to participate! Proceeds from the Race for Freedom will benefit the Combined Federal Campaigns (CFCs) in Oklahoma. The money raised through CFC provides support to over 1,500 non-profit agencies. These agencies provide relief for hungry children, support for families in need of counseling, developing cures for various diseases, comfort for the dying, environmental protection, and better lives and renewed hope for million of people.

Agency Fair

Some of the non-profit agencies that participate in CFC will have booths at the race. Participants and supporters can talk with these agencies to find out more about the services that these agencies provide to the community.

Awards

There will be an awards ceremony at the Stars and Stripes Pavilion immediately following the race at approximately 10:30 a.m. **Awards will only be given for the 5K and 10K competitive runs.** Trophies will be awarded to the 1st, 2nd, and 3rd place overall winners for both men and women in the 5k and 10K competitive events. In addition, medals for the 5K and 10K competitive events will be awarded to 1st, 2nd, and 3rd place for men and women based upon the following age divisions:

| AGE DIVISIONS | | | |
|---------------|---------|---------|---------|
| 12 & Under | 25 – 29 | 45 – 49 | 65 – 69 |
| 13 – 14 | 30 – 34 | 50 – 54 | 70 – 74 |
| 15 – 19 | 35 – 39 | 55 – 59 | 75 – 79 |
| 20 – 24 | 40 – 44 | 60 – 64 | 80 – 99 |

Registration

You can register with the attached registration form or you can register on line at this link: https://www.signmeupsports.com/Events/Index_Events.asp?EventID=20320 or find a printable form on the FEB's website: www.oklahoma.feb.gov/Docsandpdfs/2003CFCRun.pdf

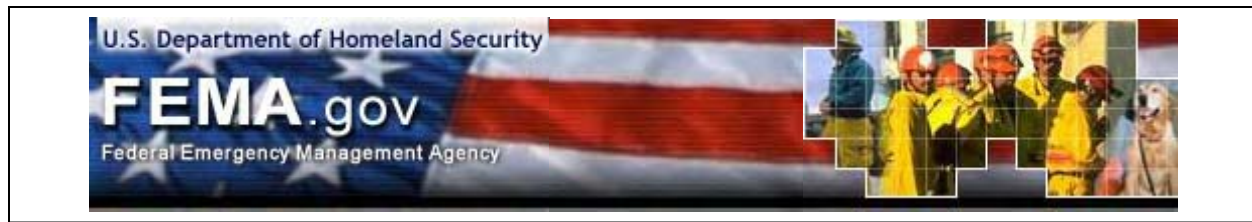
Be sure to identify with which federal agency you are affiliated (employed, related to an employee, etc.) to ensure your participation is recorded. This will increase the share of proceeds that are distributed to the CFC in your area.

Parking

Parking will be available near Stars and Stripes Park. No traffic will be allowed into the pavilion area after 7:30 a.m.

Contact

If you have questions regarding this event, please contact Kim Dermody at (405) 954-7707.



Emergency Management Framework for Tribal Governments course offered August 4-8, 2003

Would you take advantage of an opportunity to enhance your capabilities to protect lives and property in the event of a disaster?

The Federal Emergency Management Agency (FEMA) is providing that opportunity for tribal members who have emergency management responsibilities. FEMA training staff, in conjunction with representatives from the tribal nations, developed a course entitled, "Emergency Management Framework for Tribal Governments (E580)" that focuses on

- why emergency management is needed
- considerations for developing or enhancing an emergency management program
- basic elements of a good emergency operations plan (warning, communication, sheltering, etc.) and what should be included in each of these basic elements
- how to get buy-in for a plan and ensure it works
- resources available through partnering

The course includes many activities that help participants build a frame work for an emergency operations plan for their tribal community and a list of actions to help make the plan a reality.

The course is offered August 4-8, 2003. FEMA's Emergency Management Institute in Emmitsburg, MD.

All instruction, course materials, and housing are provided at no cost. FEMA will also reimburse participants for a 21-day pre-purchased nonrefundable ticket for round-trip transportation by common carrier (economy, coach class, or less). First class and business class airline tickets will not be reimbursed. If participants choose to drive, they will be reimbursed the current federal privately owned vehicle mileage rate not to exceed the allowable airfare cost. Participants must purchase an on-campus meal ticket for \$80 a week that includes breakfast, lunch, dinner and morning/afternoon breaks.

To enroll in the course, simply complete the attached FEMA Form 75-5 and fax it to 301 447-1658 or mail it to the following address:

Admissions Office, Room I-216
National Emergency Training Center (NETC)
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

If you have questions concerning the admissions process, contact the NETC Admissions Office at 301 447-1035. If you have questions regarding the course content, please contact Linda Straka at 301 447-1162.



<http://www.codetalk.fed.us/>

Code Talk is a federal inter-agency Native American Web site designed specifically to deliver electronic information from government agencies and other organizations to Native American communities. Code Talk is hosted by the [U.S. Department of Housing and Urban Development, Office of Native American Programs.](http://www.codetalk.fed.us/)



THE VOLUNTEER VOICE



Federal Employees Care Council (FECC)
Article written by FECC member, Pam Downs

This and That

Nothing huge to report this month—just a few little tidbits of information about the workings of the Federal Employees Care Council (FECC):

- **Ronald McDonald House** On May 14th, eight Council members provided dinner for residents of the Ronald McDonald House. The residents, children who are patients at area hospitals and their families, were very appreciative. The FECC has done this several times, as have employees groups from various Federal agencies, such as IRS. Any group can volunteer their services for an evening by calling Mary Lou Cozzens, Director of Community Relations, at 405.424.6873.
- **Arts Festival Wrap-up** Project Manager Steve England, IRS, reported that 109 volunteers from 12 different Federal agencies donated a total of 903 hours to help make the 2003 Festival of the Arts a success. The volunteers worked in a variety of functions, from selling Dippin' Dots to counting money to setting the whole thing up and taking it back down.
- **2004 Action Plan** Chairperson Mike Birdsong, IRS, presented four strategic goals to support the FECC mission statement. They are:
 - *Maintain existing FECC-sponsored volunteer events;*
 - *Create new volunteer opportunities that expand the diversity of our events to attract new federal employees to participate;*
 - *Re-design the FECC web site for better information access and real-time volunteer sign-up capabilities;*
 - *Create a database of all Federal volunteers.*

- **CFC Race for Freedom** This new event will be held September 6 at Stars and Stripes Park. The race goal is to have 1000 runners; the FECC goal is to have 120-150 volunteers from Federal agencies to serve in various capacities—from registration to timing. Contact Project Manager Mike Birdsong at 405.297.4014 for more information or to volunteer.

Events On the Horizon

September

CFC Race for Freedom: September 6, 2003 at Stars and Stripes Park: *Mike Birdsong / IRS / 405-297-4014*

State Fair Found People's Booth: Oklahoma State Fair, September 12-28, 2003: *Luciann Whitthorne / HUD / 405-553-7405.*

For more information about the FECC, please visit our web site at:

<http://www.oklahoma.feb.gov/feccdindex.html>

On-line Volunteer Registration



Anyone wishing to volunteer for any of the Federal Employee Care Council activities may now register through the Oklahoma FEB web site.

Currently, the largest event is posted with the opportunity to select your preferred day and shift to assist with the "Found Children's Booth" at the Oklahoma State Fair.

If you are interested in volunteering for this event, on-line, go to:

<http://www.oklahoma.feb.gov/feccdindex.html>

Right now, you will need to register separately for each shift you are interested in working. Thank you for your interest in assisting and volunteering for your community!



UPCOMING EVENTS August

| | |
|-----------------------------------|---|
| Aug 5, 2003 9:00 am | Shared Neutrals Council USGS, 202 NW 66 th St., Bldg 7, OKC POC: Stephen Kovash, 580-436-8708 |
| Aug 11, 2003 2:00 pm | Emergency Preparedness Committee 4020 N Lincoln, USDA-APHIS POC: FEB Office, 405-231-4167 |
| Aug 11, 2003 | LFCC Meeting POC: FEB Office, 405-231-4167 |
| Aug 14, 2003 | SGMP Meeting Hilton, Northwest POC: FEB Office, 405-231-4167 |
| Aug 19, 2003 2:00 pm | Federal Employees Care Ronald McDonald House, 1301 NE 14 th POC: Mike Birdsong, 405-297-4014 |
| Aug 21, 2003 2:00 pm | Council on Disability Concerns Federal Highway Administration POC: Shannon Dumont 405-605-6166 |
| Aug 21, 2003 3:30 pm | Federal Black Program Council Federal Highway Administration POC: Eddie Allen 405-734-3438 |
| Aug 26, 2003 | Executive Policy Council Military Entrance Processing Station POC: FEB Office, 405-231-4167 |
| Aug 29, 2003 12:00 noon | Naturalization Ceremony US District Courthouse, Oklahoma City |

There may be other Council/Committee meetings scheduled that were not provided in time to be listed in this newsletter. Please contact the respective Chairs of the Councils regarding info.

Govt 4 Kids

A new project of the Oklahoma FEB is a website introducing children to government and government services that touch their lives.

Amy Treadwell, an intern at in our office, is developing this project and has talked with many of the federal leaders in Oklahoma regarding the services and information they have that may be of interest to children and teens.

In addition to the info for young children, Amy has developed a section entitled "A Day in the Life of..." to showcase careers in the federal government and have them think of the government as a place with job opportunities.

Your Federal Executive Board

The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.

The general goals are:

- *Communicate*—The FEB provides a forum for member agencies to share each other's initiatives, successes, concerns, challenges, and informs the local community of national interagency policies and priorities.
- *Coordinate Emergency & Other Inter-agency Actions*—The FEB stands ready to immediately facilitate resources of the Oklahoma federal community, whether to aid a member agency in crisis, assist the citizenry in a public emergency, or implement initiatives that affect the federal community.
- *Facilitate Customer Service*—The FEB draws together agencies with common clients so that government services are convenient for the customers.
- *Partner with Community Groups*—The FEB partners with community groups to identify and help resolve challenges.
- *Reduce Costs and Improve Efficiency*—The FEB brings together agencies with common goals to pool experiences and resources so their efforts are complementary and more cost effective.

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@juno.com no later than the 15th of each month.

Elected Officers:

Chair: Col Dean Despinoy, Cmdr
507th Air Refueling Wing

Vice-Chair: Rob Dews, LCDR, Military
Entrance Processing Station

Staff:

Director: LeAnn Jenkins
Secretary: Trish Plowman
Clerical Support: Savina Parks
Program Support: Constance Ward
Intern: Amy Treadwell

Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.



This is a sampling of the new addition to the Federal Executive Board's website. The "Government for Kids" idea is credited to Amy Treadwell, this summer's Intern from the University of Oklahoma. If your agency is not yet showcased in this new initiative, be sure to contact her quickly! (Her internship will end this month). The FEB staff will miss her smile, willing attitude and creative enthusiasm.

You can begin browsing the Govt 4 Kids site at <http://www.oklahoma.feb.gov/Govt4Kids.html>

Oklahoma FEB

Government for Kids page



**Have you ever
wondered what the
government does for
kids?**

**This is the place to find
the answers!**



| | | |
|--------------------------------------|---|--|
| <u>Cool Programs for Kids</u> | <u>Tours and Field Trips</u> | <u>Links to other Government For Kids Pages</u> |
| <u>Fun Facts!</u> | <u>"A Day in the Life of..."</u> | <u>International Oklahoma</u> |
| <u>Just for Kids</u> | <u>For Teachers!</u> | <u>Links to Oklahoma's Federal Agencies</u> |
| <u>What's the FEB?</u> | | <u>Contact Us!</u> |

[Return to main FEB site](#)



***Looking to the Future to be
Effective Today
ECQ-4: Business Acumen***



| | |
|---------------------------|---|
| Date: | <i>Tuesday, September 9, 2003</i> |
| Time: | <i>Registration begins at 7:30 a.m. Training will be from 8:00 a.m. – 4:00 p.m.</i> |
| Location: | <i>Coles Gardens, 1415 NE 63rd, Oklahoma City</i> |
| Who Should Attend: | <i>This training is open to federal, state and local government employees, supervisors, managers, executives (military, civilian, law enforcement, and postal service).</i> |
| Speaker: | <i>Larry Fisher Retired Asst Administrator for HUR Development Services for the State of Oklahoma, Instructor for the University of Oklahoma and the University of Phoenix.</i> |
| Cost: | <i>\$80.00 (if registered separately for this class)</i> |

*During this training attendees will become familiar with trends that are changing the world we know faster than we can know it.
They will be challenged to develop “disruptive technologies” (as the DVD was considered by VCR technology) to be proactive, creative, and innovative.
Discussion and outline of how we should look to the future to develop programs and policies for the “long-term”.*

Name _____ Agency _____

Address _____ Phone _____

Method of Payment _____

☐ Cash ☐ Check ☐ Credit Card ☐ Purchase Order ☐ Training Request

| | |
|-----------------|---|
| Please mail to: | Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102 |
| OR fax to: | (405) 231-4165 |

Checks should be made payable to the Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through September 5, 2003. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged.

Learning how to respond to and master the process of change—and even to excel at it—is a critical leadership skill for the 21st century. Constant, rapid change will be a fact of life for all of us.

—Jennifer James

PLEASE POST FOR ALL EMPLOYEES



| <i>SUN</i> | <i>MON</i> | <i>TUES</i> | <i>WED</i> | <i>THURS</i> | <i>FRI</i> | <i>SAT</i> |
|-------------|--|--|------------|------------------------------------|--|------------|
| August 2003 | | | | | 1 | 2 |
| 3 | 4 | 5 9:00 Shared Neutrals | 6 | 7 | 8 | 9 |
| 10 | 11 2:00 Emgcy Preparedness Group Mtg | 12 | 13 | 14 11:30 SGMP | 15 | 16 |
| 17 | 18 | 19 2:00 FECC | 20 | 21 2:00 CODC 3:30 BPC | 22 | 23 |
| 24 | 25 | 26 10:00 Executive Policy Council Mtg @ MEPS | 27 | 28 | 29 12:00 Naturalization Ceremony | 30 |
| 31 | | | | | | |

OKLAHOMA FEDERAL EXECUTIVE BOARD
215 DEAN A MCGEE STE 320
OKLAHOMA CITY OK 73102-3422
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We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.